

# APPENDIX A

## Agency Filing Scheme (AFS)

### July 2000 Version

Some file subjects and series descriptions have been modified and new ones added. Some AFS#s have been added.

This AFS is controlled by Code AO/NASA Headquarters and is the mandatory filing scheme for use within NASA.

This document is updated frequently, therefore, printed copies may be obsolete, refer to the Change History Log at the beginning of NPG 1441.1 in the NASA Online Directives Information System (NODIS) for current version.



## AFS Change History

Change #	Code	Approved	Description/Comments
1	Q	12/15/98	Change Occupational Safety and Health Program Application (OSHA) # to 8715 from 8720 Change Reliability, Availability, and Maintainability Policy # to 8720 from 8730 Change Quality Management # to 8730 from 8740 Leave AFS # 8740 blank for future use
2	F	12/15/98	Set up AFS # 1080 as "Generate Knowledge" Set up AFS # 1090 as "Communicate Knowledge"
3	AO	12/15/98	Set up AFS # 1280 as "Quality Management Systems" for Administrative Internal Systems
4	W	5/10/99	Set up AFS # 9880 as "Computer Crimes"
5	JE	12/20/99	Establish 8500 through 8590 as Environmental Subjects Change National Environmental Policy Act (NEPA) # to 8580 from 8840 Leave AFS # 8840 blank for future use Change Environmental Management # to 8500 from 8870 Leave AFS # 8870 blank for future use
6	AO	12/20/99	Add (e.g. NASA Strategic Plan) to 1000 General Add (e.g., NASA Alumni League) to 1330 Independent Establishments. Add STI Databases to 2220 Publications Program / STI Databases Set up AFS # 2210 as "External Release of NASA Software" Change AFS # 2820 subject to "NASA Software Policies" Set up AFS # 3317 as "Senior Executive Service Career Appointee Merit Staffing" Set up AFS # 3319 as "Management of Senior Scientific and Technical and Other Senior Level Positions" Set up AFS # 7330 as "Facility Projects, Approval Authorities" Set up AFS # 9500 as "Contractor Financial Management Reporting"
7	AO	12/27/99	Change Document Format from 2 tables a page to 1 table a page
8	HK	7/31/00	AFS# 5100 to 5199 Subjects updated to match Federal Acquisition Regulation titles.
9	CIC	7/31/00	Change AFS # 1102 to "HQ Institutional Program Office(s) and Enterprise Office(s) Organization" Change AFS # 1103 to "Operating Relationships" Change AFS # 1107 to "Field Center Organization" Change AFS # 1322 to "Executive Office of the President (OSTP)" Change AFS # 1357 to "Unsolicited Proposals" Change AFS # 1371 to "Foreign Nationals Access To NASA" Change AFS # 2100 to "Technology Utilization (including Small Business Innovative Research (SBIR))" Change AFS # 9050 to "Cash Management - Administrative Control of Appropriations and Funds"

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PRIMARY  
SECONDARY  
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AFS #

FILE SUBJECT / SERIES DESCRIPTION

<b>1000 - 1999</b>	<b>ORGANIZATION AND GENERAL ADMINISTRATION</b>	
<b>1000</b>	<b>General (e.g., NASA Strategic Plan)</b>	
1010	Agency Establishment	
1011	Legislative Authority	
1012	Executive Authority	
1020	NASA Seal, Insignia, Logotype, Identifiers, Flags	
1022	Names, Symbols	
1030	Honors and Ceremonies (Acceptance)	
1040	Emergency Preparedness / Planning and Mobilization	
1041	Civil Defense	
1042	Emergency Warden Organization	
1043	Fallout and Fallout Shelter	
1044	Casualty Reporting	
1046	Mobilization Readiness	
1050	Agreements/Memoranda of Understanding	
1054	Foreign Governments	
1056	Non — Government	
1058	Intra — Agency Agreements	
1060	Consultants	
1070	History Program	
1080	Generate Knowledge	
1090	Communicate Knowledge	
<b>1100</b>	<b>Organizational Structure</b>	
1101	NASA Organization and Definition of Terms	
1102	HQ Institutional Program Office(s) and Enterprise Office(s) Organization	
1103	HQ Functional Office(s)	
1107	Field Center Organization	
1110		
1120	General Organization Responsibilities	
1130	Operating Relationships	
1140		
1150	Committees/Boards/Councils/Panels/Working Groups	
1152	Intra-Agency	
1154	Inter-Agency	
1156	Advisory Committees/Groups	
1160	Special Lines of Succession	
1162	Delegation of Authority To Act For The Administrator	
1170	Inventions and Contributions Board	
1180	NASA Board of Contract Appeals	
1190		
<b>1200</b>	<b>Internal Management Controls</b>	
1210	Fundamental Principles	
1216	Work Management	
1220	Role of General Management	
1230	Program Management	
1240	Functional Management	
1250	Institutional Management	
1260	Budget (Management of)	

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FILE SUBJECT / SERIES DESCRIPTION

1270	Productivity and Quality Enhancement - TQM	
1271	National Partnership for Reinventing Government	
1272	Government Performance Results Act (GPRA)	
1280	Quality Management Systems	
1290		
<b>1300</b>	<b>External Relationships</b>	
1305	Escort Services	
1310	Legislative Branch	
1311	Congress	
1312	General Accounting Office (GAO)	
1313	Government Printing Office (GPO)	
1314	Library of Congress	
1315	Judicial Branch	
1316	Supreme Court of the United States	
1320	Executive Branch	
1321	White House Referrals	
1322	Executive Office of the President (OSTP)	
1323	Office of Management and Budget (OMB)	
1324	Office of Personnel Management (OPM)	
1325	Executive Agencies/ Departments	
1328	Department of Defense	
1330	Independent Establishments and Government Corporations	
1340	State and Local Government	
1350	Nongovernmental Organizations	
1355	University Affairs	
1356	General NASA University Policy and Relationships	
1357	Unsolicited Proposals	
1358	Functional Management of University Programs	
1359	University R&D Support	
1360	International Affairs/Programs	
1362	Cooperative Projects	
1365	International Organizations	
1367	Support of Overseas Operations	
1370	Foreign Visits and Visitors	
1371	Foreign Nationals Access to NASA	
1373	NASA Travel Abroad	
1374	International Fellowships	
1376	Resident Research Associateships	
1378	Training of Foreign Nationals	
1380	Public Affairs	
1382	Release of Information	
1383	Audio Visual News Material	
1384	Public Appearances	
1385	Speeches and Speakers	
1387	Exhibits	
1389	Conferences	
1390	Education Programs General	
1392	Educational Programs	
1394	Educational Services	
1395	Foreign Government Awards	

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FILE SUBJECT / SERIES DESCRIPTION

<b>1400</b>	<b>Administrative Management Programs</b>	
1410	Directives Management	
1412	Office of the Federal Register	
1415	Reports Management	
1420	Forms Management	
1430	Visual Aids Management	
1440	Records Management	
1441	Records Disposition	
1442	Files Maintenance	
1450	Correspondence Management	
1451	Executive Instructions on Correspondence	
1460	Mail Management	
1470	Management Improvement	
1472	Work Measurement & Simplification	
1480	Publications Management	
1490	Printing Management	
<b>1500</b>	<b>Administrative Services</b>	
1510		
1520	Graphics	
1521	Visual Aids	
1530		
1540	Building and Grounds Management	
1541	Transportation and Parking Services	
1542	Conference Rooms and Auditoriums	
1550	General Office Services	
1551	Internal Mail/Messenger Service	
1552	Clerical and Stenographic	
1553	Moving and Labor	
1560		
1570	Office Supplies	
1571	Office Equipment and Furnishings	
1580	Telephone (Local)	
1590	Miscellaneous Matters	
<b>1600</b>	<b>Security</b>	
1610	Personnel Security	
1620	Physical Security	
1630	Control of Classified Information	
1640	Security Classifications	
1650	Industrial Security	
1660		
1670	Security Education	
1680	Visitor and Foreign Travel Control	
1690	Security Surveys	
<b>1700</b>	<b>Safety</b>	
1701	Basic Policy	
1710	Safety/Accident Prevention	
1711	Accident Reporting & Investigation	
1712	Injury Reporting	
1720	Accident/Mishap Reporting	
1730	Protective Clothing and Equipment	

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FILE SUBJECT / SERIES DESCRIPTION

1740	Safety Standards	
1750		
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<b>1800</b>	<b>Occupational Health</b>	
1810	Professional Medical Services	
1812	Medicines	
1814	Clinical Facilities	
1815	Narcotics and Drugs	
1820	Preventive Medicine	
1830	Physical Fitness	
1840	Industrial Hygiene	
1845	Health Standards	
1850	Toxicology	
1852	Advisory Center on Toxicology	
1860	Radiological Health	
1870	Environmental Sanitation	
1880	Entomology	
1890	Disaster Medical Planning	
<b>1900</b>	<b>Standards of Conduct</b>	
1910	Ethics	
1920		
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1990		
<b>2000-2999</b>	<b>LEGAL AND TECHNICAL</b>	
<b>2000</b>	<b>General (Laws And Legal Matters)</b>	
2001	Litigation	
2010	Law	
2011	Civil Law	
2012	Criminal Law	
2013	Administrative Law	
2014	Procedural Law	
2015	Federal Law	
2016	State Law	
2017	Foreign Law	
2018	International Law	
2019	Statute Law	
2020	Case Law	
2030	Legal Assistance	
2040	Taxes, Customs, and Duties	
2045	Service of Process (Subpoena)	
2050	Courts, Boards, and Arbitration	
2055	Garnishment	

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FILE SUBJECT / SERIES DESCRIPTION

2060	Codifications and Citations	
2070	Interpretations	
2080	Claims	
2082	Tort Claims	
2084	Contract Claims	
2086	False or Fraud Claims	
2087	Debt Claims	
2090	Civil Rights	
2091	Inventions Made by Government Employee	
2092	Royalties Received by NASA	
<b>2100</b>	<b>Technology Utilization (including Small Business Innovative Research (SBIR))</b>	
2110	Programs and Policies	
2120	Flash Sheets	
2121	Appraisal and Evaluating	
2130	Tech Briefs	
2131	Tech Briefs Distribution	
2140	Patent Statements	
2150	Reporting Industrial Applications	
2160	Information and Application Centers	
2170	New Technology Management	
2180	Technology Transfer	
2190	Export Control	
<b>2200</b>	<b>Scientific and Technical Information</b>	
2210	External Release of NASA Software	
2220	Publications Program / STI Databases	
2230		
2240	Library Program	
2242	GALAXIE (NASA-wide Library System, ARIN replacement)	
2250	Exchange Program	
2252	Domestic Exchanges	
2254	International Exchanges	
2260	User Services	
2262	Announcement / Current Awareness	
2264	Document Delivery	
2268	Translations	
2270	Document Operations	
2272	Abstracting / Indexing	
2274	Distribution / Availability	
2276	Thesaurus	
2280	Specifications and Standards	
2290	Program Office Projects	
<b>2300</b>	<b>Management Information Systems</b>	
2305	General Policies and Procedures	
2310	Information Resources Management	
2314	Documentation Management Systems	
2320	Presentations and Reviews (Management)	
2330	Planning and Scheduling Systems	
2332	NASA PERT and Companion Cost	
2334	Line of Balance	

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FILE SUBJECT / SERIES DESCRIPTION

2336	Milestone Systems	
2340	Project Status Reporting	
2350	AIM Program	
2360	Government Information Locator Service(GILS) / Electronic Data Interchange (EDI)	
2370		
2380		
2390		
<b>2400</b>	<b>AUTOMATIC DATA PROCESSING (ADP) MANAGEMENT</b>	
2410	Policies and Procedures	
2415	Computer Program Documentation	
2420	Data Reduction and Interpretation	
2430	Equipment Utilization and Control	
2440	Data Display	
2450	Personnel Management	
2460		
2470		
2480		
2490		
<b>2500</b>	<b>Communications</b>	
2510	General	
2520	NASA Communications System	
2530	Telecommunications and Messages	
2540	Administrative Communications	
2550	Cryptography	
2560		
2570	Radio Frequency Management	
2580		
2590		
<b>2600</b>	<b>Photographic Services Management</b>	
2610	Equipment, Supplies, and Attachments	
2620	Photographic Instrumentation	
2630	Photography Services	
2640	Projectors and Operator Services	
2650		
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FILE SUBJECT / SERIES DESCRIPTION

<b>2800</b>	<b>Information Technology (IT) Management</b>	
2810	IT Security	
2820	NASA Software Policies	
2830		
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2990		
<b>3000-3999</b>	<b>HUMAN RESOURCES / PERSONNEL</b>	
<b>3000</b>	<b>Human Resources/Personnel (General)</b>	
3010		
3020		
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3050	Equal Opportunity	
3060		
3070		
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<b>3100</b>	<b>Executive Human Resources Management (Senior Executive Service (SES))</b>	
3110		
3120		
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3160		
3170		
3180		
3190		
<b>3200</b>	<b>Personnel Provisions (General)</b>	
3210	Basic Concepts and Definitions	
3211	Veteran s Preference	
3212	Competitive Service and Status	
3213	Excepted Service	
3220		
3230	Organization of the Government for Personnel Management	
3240		

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FILE SUBJECT / SERIES DESCRIPTION

3250	Personnel Management in Agencies	
3260		
3270	Direction and Control of the Personnel Program	
3271	Developing Policies, Procedures, Program, and Standards	
3272	Personnel Policy Formulation and Personnel Issuances	
3273	Inspections, Surveys, and Audits	
3274	Corrective Actions	
3275	Evaluation of Personnel Programs	
3280	Military Personnel	
3290	Personnel Records and Processing	
3291	Personnel Reports	
3292	Development of Personnel Statistics	
3293	Personnel Records and Files	
3294	Release of Personnel Information	
3295	Personnel Forms and Documents	
3296	Processing Personnel Actions	
<b>3300</b>	<b>Employment (General)</b>	
3301	Overseas Employment	
3302	Employment in the Excepted Services	
3303	Military Service Obligation and Draft Deferment	
3304	Employment of Experts and Consultants	
3305	Dual Employment and Dual Compensation	
3306	Personal Service Contracts	
3307	Detainees	
3310	Authority for and Tenure of Employment	
3311	Power of Appointment and Removal	
3312	Position Control	
3315	Career and Career-Conditional Employment	
3316	Temporary and Indefinite Employment	
3317	Senior Executive Service Career Appointee Merit Staffing	
3319	Management of Senior Scientific and Technical and Other Senior Level Positions	
3320		
3330	Recruitment, Selection, and Placement	
3331	Organization for Recruitment and Examining	
3332	Recruitment and Selection Through Competitive Examination	
3333	Recruitment and Selection for Temporary and Term Appointment Outside the Register	
3334	Personnel Mobility Agreements Under Title IV of the Intergovernmental Personnel Act (IPA) of 1970	
3335	Promotion and Internal Placement	
3337	Examining System	
3338	Qualification Requirements — General	
3339	Qualification Requirements — Medical	
3340	Transfers	
3350	Job Retention	
3351	Reduction in Force (RIF)	
3352	Reemployment Rights	
3353	Restoration after Military Duty	
3360		

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FILE SUBJECT / SERIES DESCRIPTION

3370		
3380		
3390		
<b>3400</b>	<b>Employee Performance and Utilization</b>	
3410	Employee Development (Training)	
3420		
3430	Performance Evaluation (Appraisals)	
3440		
3450	Employee Recognition and Incentives	
3451	Incentive Awards	
3452	Suggestion System	
3460		
3470		
3480		
3490		
<b>3500</b>	<b>Position Classification, Pay, and Allowances</b>	
3510	Position Classification and Job Evaluation	
3511	Position Classification Under the Classification Act System	
3512	Job Evaluation Under Prevailing Rate System	
3513	Employee Classification Appeals	
3515	Classification — Excepted Positions	
3520		
3530	Pay Rates and Systems (General)	
3531	Pay Under the Classification Act System	
3532	Pay Under Prevailing Rate System	
3534	Pay Under Other Systems	
3537	Critical Position Pay Authority	
3539	Conversions Between Pay Systems	
3540		
3550	Pay Administration (General)	
3553	Waiver of Pay/Retirement Reduction for Military or Civilian Retirees	
3560		
3570		
3571	Travel and Transportation for Recruitment	
3580		
3590	Allowances and Differentials	
3591	Allowances and Differentials Payable in Non-Foreign Areas	
3592	Overseas Allowances and Post Differentials	
3593	Subsistence, Quarters, and Laundry	
3594	Allowances for Uniforms	
<b>3600</b>	<b>Time and Attendance</b>	
3610	Hours of Duty	
3620		
3630	Absence and Leave	
3640		
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FILE SUBJECT / SERIES DESCRIPTION

3690		
<b>3700</b>	<b>Personnel Relations and Services</b>	
3710	Personnel Relations	
3711	Employee Management Relations	
3712	Employee Organization and Activities	
3713	Nondiscrimination	
3715	Nondisciplinary Separations, Demotions and Furloughs	
3720		
3730	Suitability and Conduct	
3731	Suitability	
3733	Political Activities of Federal Employees	
3734	Holding State or Local Office	
3735	Employee Responsibilities and Conduct	
3736	Employee Investigations	
3740		
3750	Discipline and Adverse Actions	
3751	Discipline	
3752	Adverse Actions	
3760		
3770	Remedies	
3771	Employee Grievances and Administrative Appeal	
3772	Appeals to the Commission	
3780		
3790	Services to Employees (General)	
3792	Employee Assistance Program	
<b>3800</b>	<b>Insurance and Annuities</b>	
3810	Injury Compensation	
3820		
3830	Retirement and Social Security	
3831	Retirement	
3832	Old Age and Survivors Insurance	
3840		
3850	Unemployment Compensation	
3860		
3870	Group Life Insurance	
3880		
3890	Group Health Insurance	
<b>3900</b>	<b>General and Miscellaneous</b>	
3910		
3920		
3930	Programs for Specific Positions and Examinations	
3933	Qualification Requirements for Specific Positions	
3938	Classification and Pay for Specific Positions	
3940	Charity Drives, Contributions, and Solicitations	
3950	Credit Unions and Banking Facilities	
3960	United States Savings Bonds	
3970	Space Flight Participants	
3980		
3990		
<b>4000-4999</b>	<b>PROPERTY AND SUPPLY</b>	

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FILE SUBJECT / SERIES DESCRIPTION

<b>4000</b>	<b>Property and Supply (General)</b>	
4010	Government Property Responsibility	
4020	Property Surveys -- Lost, Damaged, and Destroyed	
4030	Workload and Planning	
4040	Supply Sampling	
4050	Sources of Supply	
4060	Returnable Containers	
4070		
4080		
4090		
<b>4100</b>	<b>Inventory Management (General)</b>	
4110	Criteria for Inventory	
4120	Management of Stores Stock	
4130	Physical Inventory	
4140		
4150		
4160		
4170		
4180		
4190		
<b>4200</b>	<b>Equipment Management (General)</b>	
4210	Property Accountability and Controls	
4220	Use and Replacement Standards for Office Furniture/Furnishings	
4230		
4240		
4250		
4260		
4270		
4280		
4290		
<b>4300</b>	<b>Utilization and Disposal</b>	
4310	Utilization and Excess	
4320	Disposal of Surplus and Personal Property	
4330		
4340	Disposal of Property at Foreign Offices	
4350	Exchange and Sale of Property	
4360	Reporting of Excess and Surplus Property	
4370	Cannibalization of Equipment	
4380		
4390		
<b>4400</b>	<b>Supply Cataloging</b>	
4410	Maintenance of Federal Cataloging	
4420	Provisioning Screening Procedures	
4430	Local Stock Lists	
4440		
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FILE SUBJECT / SERIES DESCRIPTION

<b>4500</b>	<b>Storage and Distribution</b>	
4510	Storage Standards and Criteria	
4520	Receiving and Inspection Processes	
4530	Distribution Processes	
4540		
4550		
4560		
4570		
4580		
4590		
<b>4600</b>	<b>Expanded Supply Control</b>	
4610	On-Site Working Stores	
4620		
4630		
4640		
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4690		
<b>4700</b>		
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AFS #

FILE SUBJECT / SERIES DESCRIPTION

<b>5000-5999</b>	<b>PROCUREMENT/SMALL BUSINESS /INDUSTRIAL RELATIONS</b>	
<b>5000</b>	<b>Procurement/Small Business/Industrial Relations (General)</b>	
<b>5100</b>	<b>Procurement (Contracts) - General</b>	
5101	Federal Acquisition Regulations (FAR) Systems	
5102	Definitions of Words and Terms	
5103	Improper Business Practices and Personal Conflicts of Interest	
5104	Administrative Matters	
5105	Publicizing Contract Actions	
5106	Competition Requirements	
5107	Acquisition Planning	
5108	Required Sources of Supplies and Services	
5109	Contractor Qualifications	
5110	Market Research	
5111	Describing Agency Needs	
5112	Acquisition of Commercial Items	
5113	Simplified Acquisition Procedures	
5114	Sealed Bidding	
5115	Contracting by Negotiation	
5116	Types of Contracts	
5117	Special Contracting Methods	
5118	[Reserved per FAR]	
5119	Small Business Programs	
5120	[Reserved per FAR]	
5121	[Reserved per FAR]	
5122	Application of Labor Laws to Government Acquisitions	
5123	Environment, Conservation, Occupational Safety, and Drug-Free Workplace	
5124	Protection of Privacy and Freedom of Information	
5125	Foreign Acquisition	
5126	Other Socioeconomic Programs	
5127	Patents, Data, and Copyrights	
5128	Bonds and Insurance	
5129	Taxes	
5130	Cost Accounting Standards Administration	
5131	Contract Cost Principles and Procedures	
5132	Contract Financing	
5133	Protests, Disputes, and Appeals	
5134	Major System Acquisition	
5135	Research and Development Contracting	
5136	Construction and Architect-Engineer Contracts	
5137	Service Contracting	
5138	Federal Supply Schedule Contracting	
5139	Acquisition of Information Technology	
5140	[Reserved per FAR]	
5141	Acquisition of Utility Services	
5142	Contract Administration and Audit Services	
5143	Contract Modifications	
5144	Subcontracting Policies and Procedures	
5145	Government Property	

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FILE SUBJECT / SERIES DESCRIPTION

5146	Quality Assurance	
5147	Transportation	
5148	Value Engineering	
5149	Termination of Contracts	
5150	Extraordinary Contractual Actions	
5151	Use of Government Sources by Contractors	
5152	Solicitation Provisions and Contract Clauses	
5153	Forms	
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